

CHR/BAP
20th October 2021



Dear Parent/Carer,

I am writing to advise you of two school closures in November:

Mrs Gray's funeral has now been arranged for **Tuesday 9th November** and, as a mark of respect and to allow all St Michael's staff the opportunity to attend the service in Leicestershire, **school will be closed all day**.

On the morning of **Friday 19th November**, we will be holding a Celebration of Life service for Mrs Gray, which will involve all year groups; **school will then close at 12.35pm** for the remainder of the day.

I would like to take this opportunity to thank you for your kind messages of support and condolence at this very sad time.

Yours faithfully,

A handwritten signature in black ink that reads 'C Handy-Rivett'. The signature is fluid and cursive, with a long horizontal stroke extending from the end.

Mrs C Handy-Rivett
Acting Headteacher

Acting Headteacher: **Mrs C Handy-Rivett, BA (Hons), MA**

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